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Approved For Release 2003/05/27 : CIA-RDP84-00780R003700100038-2

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Mr. Coffey:

See Mr. Bannerman's
note to you.

Miriam 4/10

Done per GWC 5/1/70

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8 April 70

Mr. C. -

Do you agree that there is
an "extra" comma at the
end of line 4?

p.

M -
When signed, return
to me so I may
erase this commission
copy - [unclear] [unclear]

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SECRET

DD/S [redacted] RY

FILE

DD/S 70-1430

Training 3

9 APR 1970

MEMORANDUM FOR: Chairman, Training Selection Board

SUBJECT : Fellowships in Congressional Operations

REFERENCE : Routing and Record Sheet from Exec Secy, TSB
to Mr. [redacted] dtd 10 Mar 70,
same subj

25X1

1. The Support Directorate nominates Mr. [redacted]
for the 1970 - 1971 Fellowships in Congressional Operations. Mr.
[redacted] academic credentials, his 19 years of varied experience in the
Agency and his potential for further development and advancement
qualify him for favorable consideration. Mr. [redacted] supervisors
have consistently rated his performance as Strong and we believe that
this developmental experience through the Congressional Fellowships
Program will further enhance Mr. [redacted] potential for contributing
to the Agency's mission.

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2. Attached is the supporting nominating data [redacted]

25X1

SIGNED R. L. Bannerman

R. L. Bannerman
Deputy Director
for Support

Atts

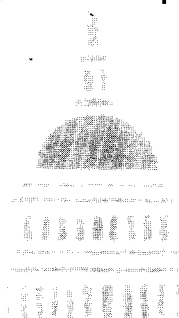
ODD/S:RLS:sm (8 Apr 70)

Distribution:

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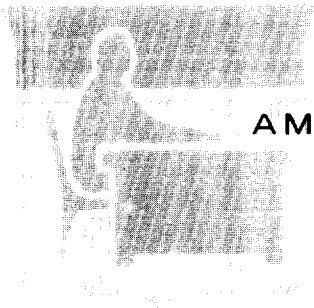
ANNOUNCING



FELLOWSHIPS IN CONGRESSIONAL OPERATIONS

For Executives

Mid-November, 1970 - September, 1971



U.S. CIVIL SERVICE COMMISSION
IN COOPERATION WITH THE
**AMERICAN POLITICAL SCIENCE
ASSOCIATION**

BACKGROUND AND PURPOSE

Many of the basic responsibilities of the Federal Government are shared jointly by the executive and legislative branches; others are divided in such a way that interdependence between Congress and the Executive necessarily results. Under our system of government, therefore, it is essential to have a sound understanding of the legislative branch to appreciate and comprehend fully the responsibilities and operations of the executive branch.

Young Federal executives selected for the Fellowship in Congressional Operations will have the opportunity to study and learn how the Congress functions. They will meet with scholars who have studied Congress and written about its operations and with representatives from a variety of professions and interests who are in daily contact with the activities of the Congress. Most importantly, they will spend the major part of the Fellowship year in office assignments with Members of both Houses and also the Committees of the Congress. These experiences will become increasingly valuable to the Fellows and the programs they serve when they return to their agencies and as they progress to positions of greater responsibility.

ABOUT THE FELLOWSHIP

Persons selected will participate in a variety of assignments designed to develop their knowledge and understanding of Congressional operations. As Fellows from executive agencies, they will share activities with other members of the APSA Congressional Fellowship Program who are teaching or practicing in the fields of political science, journalism and law. These activities include:

- * Attendance at an intensive and comprehensive Orientation Program on the legislative branch conducted by the American Political Science Association in preparation for later work assignments.
- * Full-time work assignments in the offices of Congressmen and Senators and with staff members of Congressional Committees.
- * Participation in weekly seminar meetings with leading congressional, governmental and academic figures.

From these and other planned experiences, Fellows will be expected to gain:

- * Thorough knowledge of the organization of Congress.
- * A well-balanced understanding of the legislative process and the factors and forces which influence it.

- * Some Congressional perspective of national objectives and executive branch operations.
- * A sound grasp of the scope and variety of Congressional responsibilities and their relationship to the total process of government.

CONGRESSIONAL FELLOWSHIP ADVISORY COMMITTEE

Policy guidelines are formulated and final decisions on selections are made by the Congressional Fellowship Advisory Committee. Members of the Committee are:

Chairman: William J. Keefe, Ph.D. University of Pittsburgh	Ralph K. Huitt, Ph.D. Executive Director National Association of State Universities and Land Grant Colleges
Honorable Donald Rumsfeld Director Office of Economic Opportunity	Donald R. Matthews, Ph.D. University of North Carolina
Mr. David S. Broder Correspondent, Washington Post	Honorable Robert E. Hampton Chairman U.S. Civil Service Commission
Samuel C. Patterson, Ph.D. University of Iowa	Honorable Peter H. Dominic Senator from Colorado
Honorable Morris K. Udall Representative from Arizona	Charles O. Jones, Ph.D. University of Pittsburgh
Honorable Walter F. Mondale Senator from Minnesota	
Honorable William A. Steiger Representative from Wisconsin	

NOMINATING CRITERIA

Nominees for the Fellowships should be career employees in grade range GS-13 through GS-16 or equivalent, with at least two (2) years of Federal Government service. They should be in their mid-twenties to early forties. Agencies should nominate persons who have demonstrated flexibility to adjust rapidly to changing work situations; have the ability to work in an environment that is relatively unstructured and may require irregular hours; be capable of initiating work and/or working independently with minimum supervision, direction, and assistance. Persons should not be nominated if they are working on an academic degree in night school or have other off-the-job commitments that will conflict with the work schedule and seminars for Congressional Fellows. The nominees should have demonstrated a very high level of ability with rapid progression through responsible positions within the Federal service and superior academic achievement in college or graduate school. Preference is given to those who are taking part in an agency's own executive development program.

NOMINATING PROCEDURE

All nominations for this program should be submitted through the agency's central coordinator; no nominations should be sent directly from a bureau or field establishment to the Civil Service Commission. Each Department and agency may nominate three candidates. Candidates should be carefully screened by their agencies and only the most promising should be nominated. Optional Form 37 is to be submitted by agencies by May 15, 1970 to the Director, General Management Training Center, Bureau of Training, U.S. Civil Service Commission, Washington, D.C. 20415. The following information should accompany each nomination: a completed Standard Form 171; a statement from the

nominee's supervisor briefly describing the nominee's potential for career growth and the types of higher responsibility for which he is being prepared; a one-page typewritten statement by the nominee outlining reasons for wishing to participate, goals and objectives within the program, and how this experience relates to his overall career plans.

COSTS

The cost of the Fellowship in Congressional Operations will be \$600 per participant, and will include all costs of participating in the Orientation Program and of attending weekly seminars and other functions conducted by the APSA.

OTHER INFORMATION

Each applicant for the Fellowship will be interviewed by a Selection Committee during early June 1970. Final selection will be made no later than July 1, 1970. The full-time Orientation will begin in mid-November and end before Christmas 1970.

Agencies may obtain further information on the Fellowship from the General Management Training Center, telephone number 632-5662, code 101, extension 25662.

CALENDAR OF EVENTS

May 15, 1970	Deadline for nominations
July 1, 1970	Final selection of Fellows
Mid-November to Late December 1970	APSA Orientation Program
Early January 1971	Begin full-time work assignments with members of House of Representatives and Senate and Congressional Committees
Early May 1971	Fellows switch to other House for second-half assignments
Early January to mid-August 1971	Attend weekly seminar meetings
August 31, 1971	Latest date for termination of Fellowship



GPO 886-920

DD/S 70-1005

1 2 MAR 1970

MEMORANDUM FOR: Training Officer, Office of Communications
Training Officer, Office of Finance
Training Officer, Office of Logistics
Training Officer, Office of Medical Services
Training Officer, Office of Personnel
Training Officer, Office of Security
Training Officer, Office of Training
Training Officer, Support Services Staff

SUBJECT : Fellowships in Congressional Operations *File*

1. Attached is a copy of the announcement of the 1970-71 Fellowships in Congressional Operations.

2. Nominees should be in grade range GS-13 through GS-16 and in their mid-twenties to early forties. The nominating criteria in the announcement provide a reasonable guide for the selection of a candidate. The Program is open to both men and women.

3. Please submit your nominations to this office by 3 April. Six copies of an up-to-date biographic profile and the two most recent fitness reports should accompany each nomination. Please note that the required statements from the nominee's supervisor and the nominee must be unclassified.



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Senior Training Officer
Deputy Director for Support

att

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